



## About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully.  
**#BeTheReason**

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## JOB POSTING

JOB ID #: 17707

Coordinator, Real Property Valuation  
Planning & Economic Development  
Economic Development  
71 Main Street West

NUMBER OF VACANCIES: 1 Full-Time Regular

UNION/NON-UNION: Non Union Mgmt Professional

HOURS Of WORK: 35.00 per week

GRADE: 6

SALARY/HOUR: \$49.856 - \$58.309 per hour

\*Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Permanent

Job Description ID #: 7334

### **SUMMARY OF DUTIES**

Reporting to the Manager, Corporate Real Estate, responsible for the coordination, administration and operation of the Real Property Valuation Team. Prepare appraisals and written reports of value, or secure qualified, independent, 3<sup>rd</sup> party valuations, for the acquisition, disposal, lease/licence, and/or development of complex, high value and politically sensitive City property interests. Project manage specific departmental initiatives, such as parkland dedication policy, and contribute to strategic corporate projects.

### **GENERAL DUTIES**

Responsible for the coordination, administration and operation of the Real Property Valuation Team.

Recruits and supervises RPVT staff, students, as well as contractual placements.

Prepares work schedules, assigns duties to staff, establishes priorities, monitors and evaluates staff performance, recommends discipline and trains staff, as well as assisting in developing staff to their full potential. Approves vacation, flex time and overtime requests in keeping with the operational needs of the section. Trains and advises staff in related work, responsibilities and department, by-laws, policies and procedures, and other applicable law.

Develops sectional goals, objectives, and plans consistent with divisional and corporate strategic plans recognizing program needs and availability of resources. Administers and monitors the operating budgets for the section in accordance with established Corporate and Departmental procedures, ensuring that operations are within budgeted levels, and reported quarterly. Recommends future budget appropriations.

Appraise and prepare reports of market value for the acquisition, disposal, lease/licence, and/or development of complex, high value and politically sensitive City property interests.

Directs staff in the Corporate Real Estate Office and assigns work to staff conducting appraisals as required.

Instructs and provides guidance to staff on policy, valuation issues, negotiation principles and tactics.

Evaluates, selects and manages independent consultants, including creating and maintaining a roster of qualified consultants.

Establishes the Terms of Reference for all appraisal exercises on behalf of City clients.

Approves fees of independent fee appraisers for payment.

Negotiates the acquisition, disposal and lease of high profile or complex properties.

Negotiates conditions of purchase; recommends, prepares and finalizes offers, agreements or settlements in conjunction with the Legal Services Division.

Liaises with owners and agents.

Reviews appraisal reports prepared in-house, by independent consultants or expropriation claimants. Advises solicitors on strengths and weaknesses of written appraisals retained by claimants pursuant to The Expropriations Act.

Conducts cost-benefit analyses and economic feasibility studies on the impact on market values on major municipal projects.

Monitors real estate market activity and establishes relationships with private sector, industry groups, and government bodies and outside agencies to collect and analyse information to maintain current understanding or market dynamics, trends and activities.

Produces quarterly updates on property values and periodical econometric and market insights for the City.

Manages the City's policy respecting cash-in-lieu of Parkland Dedication and administers procedures and valuation approaches in such respect.

Manages projects specific to departmental and corporate initiatives such as parkland dedication policy review.

Attends City Standing Committees to explain valuation issues as requested.

Attends Board of Negotiations in accordance with The Expropriations Act.

Provides valuation evidence for Boards/Tribunals as requested.

Prepares detailed reports with recommendations to City Clerk, Standing Committees and Councils.

Writes reports, composes correspondence; compiles records and statistics and analyzes statistics.

Attends public meetings to explain valuation issues.

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events.

Receives and answers inquiries from public, lawyers, real estate companies, other departments and elected officials.

Serves as departmental representative on various interdepartmental and intergovernmental working groups and initiatives.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

Membership in the Appraisal Institute of Canada with Accredited Appraiser Canadian Institute designation.

Proven knowledge in real estate and real property valuation normally acquired through the completion of a University Degree in Economics, Geography or Land Use Planning, Commerce, Business, Finance or other related discipline or a combination of other Degree and relevant work experience.

Several years or progressively responsible and diversified experience in real estate appraisal, negotiation, and portfolio management (preferably with experience pursuant to the Expropriations Act) of real estate as well as experience in dealing with the public.

Excellent analytical, statistical, research, trend analysis and forecasting skills.

Familiarity and experience with all facets of the planning and land development process.

Ability and experience planning, assigning and co-ordinating the work of subordinates in a work team environment.

Must have excellent verbal and written communication skills and ability to relate effectively with peers, all levels of management, business clients, council and the media.

Excellent interpersonal skills and ability to express ideas effectively, orally, in writing and through formal presentations.

Demonstrated ability to manage, supervise and balance a number of projects simultaneously and to meet deadlines is essential.

Capable of working independently as well as part of an interdisciplinary team

Must possess a Class "G" Driver's Licence.

Provision of a vehicle by the individual for use on the job.

**\*THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF**

**THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY  
POLICIES AND PROCEDURES FOR THIS POSITION AND THE WORKPLACE**

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**Disclaimer:**

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

**Terms:**

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

**Please apply on or before:**

March 23, 2022

**Please apply here:**

<https://www.hamilton.ca/jobs-city/current-opportunities>